



SPACE ALLOCATIONS BRANCH

Monthly Report: March 1963

1. The following requests have been surveyed, approved and forwarded to Chief, Buildings Facilities Branch for necessary action during the month of March 1963.

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| a. |  | - Paint spray room renovations |
| b. | | - Alterations, room 7C36 |
| c. | | - X ray room alterations, Medical area |
| d. | | - Install new door between rooms 7E48 and 7E56 |
| e. | | - Install a 36" door under counter in room 2B16 |
| f. | | - Installation of door between rooms 2C32 and 2C38 |
| g. | | - Remove door and replace with panel, room GH5509 |
| h. | | - Installation of electrical outlets, room 1A20 |
| i. | | - Carpentry work, room GEO430A |
| j. | | - Installation of stainless steel protectors, room 7G15 |
| k. | | - Renovation and telephone changes |
| l. | | - Alterations to  rooms 4E20 and 4E22 |
| m. | | - Alterations to room 2F25 |

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2. Architectural design and space layout programming:

a. Completed planning on paint spray booth renovation. Work Order now under way.

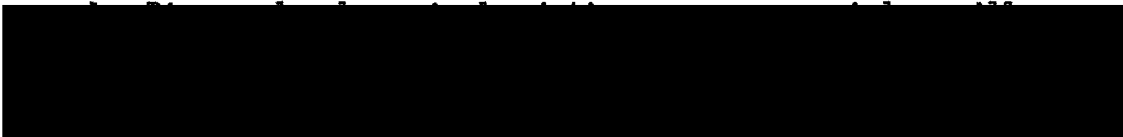
b. Completed planning on toilet addition to large X ray room for Medical Staff fluoroscopy function.

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2. Architectural design and space layout programming: con't.
- c. Preliminary planning on a part of the DDI contemplated move.
 - d. Completion of Credit Union interim operation plan for use during construction stage.
 - e. Soliciting of cost estimates from local dealers for partial height partitioning and wall covering for the Credit Union renovation.
 - f. Completion and submission of reports concerning suggestion awards involving window colortinting and changing of building exterior architectural treatment.
 - g. Discussed details and inspected the location of the proposed installation with the vendor.

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3. Participation in discussions with O/Sec. and Telephone Br./LSD upon the affect of the following facts. The magnitude of future changes in the building.
- a. Limited number of red telephone lines available on the red line telephones exchange.
 - b. Security outlook upon red telephone controls.
 - c. Degree of parition relocations to satisfy the two preceding items.



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4. 24 March 1963 - A test of main emergency power facilities at the Headquarters Building was made, starting at 0833 and ending about 1410 hours. Information of this test was forwarded to C/LSD.
5. Motion Picture and Public Address - Training of Agency personnel in the operation of equipment in the auditorium started Monday, 18 March.
6. Parking - West Potomac Park Area
- The new parking space assignment will take effect on 10 April. Appropriate Admin. Officers will be issued new parking permits from Space Allocations Branch on or before 3 April 1963.

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